

04 November 1981

MEMORANDUM FOR: Director of Data Processing  
THROUGH: Executive Officer  
FROM: Chief, Administrative Staff, ODP  
SUBJECT: Weekly Report for the Week Ending  
04 November 1981

25X1 1. [ ] a computer programmer, EOD'd in Applications on 02 November 1981.

25X1 2. [ ] a computer operator, EOD'd in Operations Division on 02 November 1981.

25X1 3. [ ] assigned to O, DD/A resigned from the Agency and accepted a position with CSC. She will be working as a contractor in Engineering Division.

25X1 4. [ ] joined the Admin Staff on 04 November 1981. She had been temporarily assigned to Management Staff since her EOD on 05 October 1981.

5. The ODP Orientation was held on 03 November 1981 in the ODP Conference Room. Future Orientation courses will be held quarterly, with the next running to take place in early/mid January 1982.

6. The final tally for the Consolidated Fund Campaign (CFC) is \$11,889. ODP exceeded its contribution goal by 11.5%.

  
Chief, Admin Staff